

FOR: FOOD STAMP CERTIFICATION MANUAL DISTRIBUTION

FOOD STAMP CERTIFICATION MANUAL – VOLUME V

TRANSMITTAL #52

This transmittal contains revised amounts for income eligibility limits, shelter deductions and maximum benefit levels for the Food Stamp Program. The transmittal also includes revised amounts for meals for determining the income of day care providers.

The transmittal contains revised procedures for the Work Requirement policy. The changes related to the Work Requirement are the result of final federal regulations issued January 17, 2001. These changes include:

- An expansion of the “work” definition to include work in exchange for in-kind benefits;
- Only full months count toward the three-month limit;
- Persons who are only eligible for benefits for three-month periods are “disqualified” instead of “ineligible.”

This transmittal also includes revisions in the change reporting and claims establishment policies. The Food and Nutrition Service of the U.S. Department of Agriculture recently granted Virginia some waivers of federal regulations for the Food Stamp Program. These waivers should positively aid in the Program’s administration. The waivers allow:

- No claims are required for agency-caused claims for amounts of \$300 or less for non-participating households;
- A return of the policy that allows households to report getting a job within 10 days of the first paycheck;
- Households do not have to report changes in the amount of averaged unearned income from private individuals.

The provisions of this transmittal related to increased income levels, revised deductions and benefits are effective October 1, 2001. The mass change to apply the revised amounts to the ongoing caseload occurred during the weekend of September 1-2,

2001, in the ADAPT system, as outlined in Broadcast #1485, issued August 29, 2001. The revised amounts became available for use by local workers for ADAPT case actions for October 2001 or later as of August 30, 2001. The listing of agencies whose residents are exempted from the Work Requirement became effective July 1, 2001, as addressed in Broadcast #1361, issued May 18, 2001. All other provisions of this transmittal, except the Work Requirement policy changes, are effective October 1, 2001 for all new applications, reapplications and recertification applications filed on or after October 1, 2001. Pending applications as of October 1, 2001 for a benefit month of October or later must also apply the provisions of this transmittal.

The changes related to the Work Requirement policy are effective November 1, 2001. The ADAPT system will generate a list of active cases where a household member is no longer eligible for benefits and therefore their income and resources must count toward the remaining household members. The list will allow local workers an opportunity to contact the affected households to determine if the disqualified members have income or resources.

Remove Page(s)	Insert Page(s)	Significant Changes
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Table of Contents Pages ix-x	Table of Contents Pages ix-x	The Table of Contents is revised.
Part III Pages 9-10	Part III Pages 9-10	A clarification is added that local agency workers may need to use the name of clients when performing system screenings. With more users of alternative identification numbers, screenings of the Division of Motor Vehicles may be more effective using the name.
Part VI Pages 3-4	Part VI Pages 3-4	There are increased income limits to allow disabled, elderly persons to be separate households from others in the house.
Pages 7-8	Pages 7-8	Minimum payments for boarders are increased.
Pages 9-10	Pages 9-10	The section on nonhousehold members is changed to note that persons who have received their Y1 or Y2 benefits are disqualified

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		from receiving additional benefits and their income and resources will count toward the eligibility of other household members.
Part IX Pages 7-8	Part IX Pages 7-8	There is a clarification added about the assessment of unlicensed vehicles. The value of an unlicensed vehicle will count unless the vehicle is exempted.
Part X Pages 1-6	Part X Pages 1-6	<p>The shelter maximum changes for households with certification periods of March 2001 or later. The shelter maximum changed from \$340 to \$354 for these households. The shelter maximum remains \$300 for households with certification periods that began before March 2001.</p> <p>The revised utility standard amounts are \$202 and \$252. The revised telephone standard is \$37.</p>
Part XI Pages 1-2	Part XI Pages 1-2	The gross and net income limits are revised.
Part XII Pages 5-6	Part XII Pages 5-6	There are revised amounts as allowable meal costs for day care providers.
Pages 15-16	Pages 15-16	The section about disqualified household members is changed to include persons who cannot participate because of the Work Requirement. The income of these persons must be prorated and the resources count in their entirety to the remaining household members.
Part XIV Pages 1-2	Part XIV Pages 1-2	New provisions are added to the change

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		<p>reporting section. Households do not have to report changes in unearned income such as spousal or child support if the agency averaged the income over the certification period.</p> <p>Households must report getting a job. A provision is added that households must report the start of the job no later than 10 days from the first paycheck.</p>
Part XV Pages 1-2	Part XV Pages 1-2	<p>The work definition for persons who are not exempted from the Work Requirement is expanded to include an allowance for working in exchange for in-kind benefits. The 20-hour minimum for working may be made up of a combination of work activities.</p> <p>Only full benefit months apply to the 36-month evaluation. Months in which a household receives prorated benefits will not apply toward the three-month limit on benefits.</p> <p>Persons who fail to meet the Work Requirement are disqualified instead of being ineligible. The income and resources of these household members will count toward the eligibility of the remaining household members.</p>
Appendix 1 Page 1	Appendix 1 Page 1	<p>The list of agencies whose residents are exempted from the Work Requirement is revised. The U.S. Department of Labor classified these areas as labor surplus areas.</p>
Part XVII Pages 5-6	Part XVII Pages 5-6	<p>Local agencies must establish a claim for an agency-caused error if the amount is over \$300 for a non-participating household. For household-caused overpayments for a non-</p>

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		participating household, the local agency must file a claim if the amount is more than \$125.
Part XXIII Entire Chapter	Part XXIII Entire Chapter	Maximum allotment amounts are increased.
Part XXIV Pages 1-18	Part XXIV Pages 1-18	The Application for Benefits is revised.
Pages 22-25	Pages 22-25	Part B of the review application form is revised.
Pages 32-33	Pages 32-33	The documentation form for partial reviews and changes is revised.
Pages 50-51	Pages 50-51	The advance notice is revised.
Pages.108-111	Pages 108-111	The evaluation form used with ADAPT is revised.
Pages 115-118	Pages 115-118	The ADAPT Request for Assistance form is revised.
Part XXV Appendix I Page 1	Part XXV Appendix I Page 1	The list of agencies subject to work registration requirements is revised. Southampton County is no longer participating in the employment and training program for the Food Stamp Program.

This transmittal letter must be retained indefinitely.

Sonia Rivero
Commissioner

Attachment